



SEIU Local 1000
 1808 14th Street, Sacramento, CA 95811
 expenses@seiu1000.org

MEMBER EXPENSE CLAIM



Accounting Use Only

Name (print) _____ Phone Number _____ Date _____

Mailing Address _____ City _____ Zip Code _____

Personal E-Mail Address _____

Date					
Location					
Time Depart					
Time Return					
Description					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Preapproved Hotel	\$	\$	\$	\$	\$
2. Incidentals	\$	\$	\$	\$	\$
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast	\$	\$	\$	\$	\$
4. Lunch	\$	\$	\$	\$	\$
5. Dinner	\$	\$	\$	\$	\$
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Preapproved Airfare	\$	\$	\$	\$	\$
7. Airporter / Shuttle	\$	\$	\$	\$	\$
8. Personal Car	miles	miles	miles	miles	miles
(enter addresses below)	\$	\$	\$	\$	\$
10. Parking	\$	\$	\$	\$	\$
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi	\$	\$	\$	\$	\$
12. Telephone	\$	\$	\$	\$	\$
13. Other (explain)	\$	\$	\$	\$	\$
TOTAL					

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of Local 1000 during the period of this claim, that all items shown were for official business of Local 1000, and that no expenses herein were received from or paid by any other source.

Signature of Member _____

Title _____

Total expense this page	
Total attached pages	
Grand total expenses	
Less - Travel advances	
Balance due to Member	
Balance due to SEIU	
SIGNATURE OF APPROVER	

Date	Item #	Comment